

SAN JOAQUIN COUNTY CHILDREN AND FAMILIES FIRST COMMISSION

————— MEETING SUMMARY —————

Canlis Building
24 South Hunter Street, Room 110
Stockton CA

Wednesday, May 19, 1999 7:00 a.m.

(approved 06/23/99)

1. Meeting was called to order by Vice Chairperson Mitchell. Roll call was taken and all commission members were in attendance except for Commissioner Gutierrez (arrived later).
2. Meeting summary from April 21, 1999 was approved as amended (Item 10).

Motion: Approve meeting summary as amended. (Vera/Flenoy–Kelley – Motion passed unanimously)

3. Staff provided an update from the State commission meeting in Los Angeles (05/10/99). The State commission approved a \$100 per diem for commission members and advisory committee members. A recommendation will be made at the next meeting regarding a permanent Executive Director.

The State commission announced appointments to the Guidelines subcommittee and Technical Assistance subcommittee including CSAC–recommended County regional representatives (Valley Region – Stanislaus, Kings) and will announce timelines for guidelines at the next commission meeting.

The State commission discussed the need to begin the recruitment process for a Communications Director and the desire to prepare a document, which would include its mission and vision statements. Advisory Opinion 99–01 regarding conflict–of–interest and number of County supervisors appointed to local commissions was approved, however, Advisory Opinion 99–02 regarding local commission authority was tabled until the next meeting.

4. Staff presented a financial listing of revenues and expenditures. Technical Assistance monies have been received from the State commission in the amount of \$111,259 and have been deposited into the Trust Fund. It was noted that the remittance advice included a statement from the State commission expressing a desire for an open, inclusive planning process. Expenditures to date total \$11,606 and consist mostly of charges for County support staff. Discussion was held

regarding the possibility of commission members to attend State commission meetings in the future.

5. Staff recommended that the commission authorize an expenditure of \$5,638 to fund a prorated share of a CSAC Proposition 10 Coordinator and support staff for a two-year period. Discussion was held regarding concerns about the “leadership” role of the proposed CSAC staff and the commission’s desire to have representation at meetings.

Motion: Accept the CSAC proposal and authorize funding of \$5,638 for support staff. Direct staff to prepare a letter expressing concerns over “leadership” role and requesting a definition from CSAC. (Snider/Adubofour – Motion passed unanimously)

6. Commissioner Grande (Bylaws subcommittee) introduced items for discussion regarding the draft bylaws. Topics included Board of Supervisors’ approval of bylaws, procedure for removal of commissioners, definition of quorum, conflict-of-interest code, amendment of bylaws, and travel policies.

The subcommittee was directed to revise the draft bylaws to incorporate changes regarding recommendations to the Board of Supervisors’ for removal of commissioners, to develop a draft conflict-of-interest code, and establish a procedure (not in bylaws) for authorizing travel by commission members. Staff was directed to provide a copy of the Form 700 to commissioners with the next meeting summary and schedule adoption of the revised draft bylaws for the next commission meeting.

7. Staff gave a report on the Strategic Planning Process subcommittee meetings. Commission members were previously requested to submit names and contact information of potential facilitators to the subcommittee for consideration. Approximately 24 candidates were identified by the commission members. A letter containing desired facilitator qualities and supplemental questions would be sent to potential candidates. The subcommittee intends to screen potential candidates and develop a “short-list” of the most qualified candidates for consideration by the full commission with a selection anticipated by August 1999.

Discussion was held regarding the desire to maintain an open process and solicit additional facilitator recommendations from interested parties through a press release. Commissioner’s Grupe, Vera, and Adubofour (Strategic Planning Process subcommittee) discussed the anticipated process for screening potential facilitators and returning to the commission with a select group of candidates for further consideration.

Staff was directed to prepare a draft press release as soon as possible and send to commission members for comment before issuing. Responses from candidates are

due back to the subcommittee by June 15, 1999 and the subcommittee will return with a list of 3–5 recommended facilitators at the next commission meeting.

8. Discussion was held regarding a regularly scheduled date, time, and location for future commission meetings. The use of the Public Health facility was suggested due to its built-in sound system, seating capacity, and parking accessibility. Staff will prepare a map for commissioners and issue a press release announcing the new location.

Motion: Designate regular meeting date, time, and location as the 3rd Wednesday of the month at 07:00 a.m. at the Public Health Auditorium. (Grande/Snider – Motion passed unanimously)

9. Comments from the public were received:

Joan Richards/Family Resource and Referral Center – suggested reviewing experiences of Children’s Services Coordinating Commission in developing conflict-of-interest code.

Mindi Anderson – expressed need for smoking cessation classes.

10. Commissioner Snider expressed a desire to begin to collect information on existing programs. Commissioner Adubofour concurred and suggested that other agencies providing children’s services are contacted. Commissioner Mitchell offered to have Public Health staff begin to assemble information on existing resources. Commissioner Gutierrez pointed out the possibility that Los Angeles County may have more influence over CSAC due to their large share of the cost for the proposed coordinator and staff. He also reminded the commission of his desire to have evening meetings and to encourage public participation through press releases. Commissioner Flenoy–Kelley expressed a desire to utilize the Public Meeting section of the Record to notice meetings and topics.
11. The next commission meeting is scheduled for Wednesday, June 23, 1999 at 07:00 a.m. in the Public Health Auditorium, 1601 East Hazelton Street.
12. *Meeting adjourned. (Gutierrez/Grupe – Motion passed unanimously)*